

## **STATE OF OREGON JOB ANNOUNCEMENT**

**POST CODE: D711**  
**ANNOUNCEMENT NUMBER: LEMT0607**  
**CLASSIFICATION NUMBER: C4012**  
**OPEN: JANUARY 13, 2006**  
**CLOSE: OPEN UNTIL FURTHER NOTICE**  
**LOCATION: PENDLETON**

### **FACILITY MAINTENANCE SPECIALIST \$2166 - \$2984 Monthly**

**A 5% DIFFERENTIAL WILL BE ADDED TO THE SALARY STEPS ABOVE FOR THE LIMITED  
MAINTENANCE LICENSE REQUIREMENT**

**A 5% DIFFERENTIAL WILL BE ADDED TO THE SALARY STEPS ABOVE FOR REGIONAL  
COORDINATOR DUTIES.**

**(PLACEMENT WITHIN THIS SALARY RANGE WILL BE CONSIDERED BASED ON THE  
APPLICANT'S SALARY HISTORY)**

### **ABOUT THE DEPARTMENT**

The Oregon National Guard (ORNG) is constitutionally based in both the Federal and State Constitution and is commanded by the Adjutant General, who is appointed by the Governor. The purpose of the Oregon Military Department (OMD) is to assist and support the Adjutant General in executing his Constitutional duties as Commander of the ORNG. The Adjutant General is statutorily required to command, provide administration, and oversee construction and maintenance of facilities, training camps and areas, and air bases for the Oregon Army and Air National Guard in support of the Governor. The ORNG provides the Governor with a ready force to assist civilian authorities during civil unrest or natural disasters, or responds to the President during national emergencies.

Within this military environment, OMD employees work in a wide range of occupations including armed security, fire fighters, repair/refurbish Department of Defense equipment, support youth activities, operate and maintain over 567 facilities throughout the state, manage major construction projects, and provide expertise in environmental compliance as well as managing the agency's budget and fiscal resources, providing human resource management and payroll activities for State employees, and soldiers and airmen called for State Active Duty.

Our positions mirror the wide variety of skills and knowledge needed to support the ORNG's mission. If you are interested in an opportunity to work in a complex, fast-paced military environment, please consider applying for a position with the OMD.

### **GENERAL INFORMATION**

- If you previously applied under announcement number LEMT0502 and qualified, you need not reapply. Your name will automatically be added to the list of qualified candidates for this recruitment.
- **You do not need to be a member of the Oregon National Guard to apply for these positions.**

- There is one permanent, full-time position with the Oregon Military Department located in Pendleton, Oregon.
- This recruitment will be used to establish a list of qualified candidates to fill the current vacancies and may be used to fill future vacancies as they occur.
- This recruitment can be closed at anytime. Apply now if you are interested.
- In the GEOGRAPHIC AVAILABILITY section of your PD100 employment application, check only the geographic code where the current vacancy is located. The code for Pendleton, Oregon is **30H**.
- This position is represented by the American Federation of State, County and Municipal Employees' (AFSCME) Union
- **If you are a H.I.R.E. applicant and you are interested in applying for this position, you must submit your State of Oregon application (PD100) and respond to exam questions, if applicable, by the close date of this announcement. If you qualify, you may be contacted for an interview.**

## **TO QUALIFY**

Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. To receive credit, your application form must clearly show that you have:

- Three years of general building maintenance experience in one or more of the following trade areas: carpentry, electrical, mechanical, painting, plumbing, and welding.
- **MUST POSSESS AND MAINTAIN A VALID LIMITED MAINTENANCE ELECTRICAL LICENSE.**

**NOTE: COPIES OF YOUR LICENSE MUST BE ATTACHED TO APPLICATION TO RECEIVE CREDIT.**

## **AS A CONDITION OF EMPLOYMENT APPLICANT MUST:**

- Undergo a criminal background check.
- Possess and maintain a valid state driver's license.

**IF YOU QUALIFY, SEE TEST section of this announcement.**

## **BENEFITS**

Employment with the Oregon Military Department will afford you a variety of generous benefits.

An attractive, cafeteria-style benefits package which includes:

- Liberal employer contributions toward a variety of medical and dental plans covering employees and dependents.
- Employer paid \$5,000 Basic Life insurance; additional coverage available.

- Long- and short-term disability plans.
- Accidental death and dismemberment plans.
- Long Term Care Insurance.

#### Retirement benefits:

- Participation in the Oregon Public Service Retirement Plan (OPSRP) with fully paid employer contributions.
- Option to participate in the Oregon Saving Growth Plan, a deferred compensation program offering a wide variety of investment options.

#### Paid leaves:

- Vacation leave earned at the rate of 8 hours per month. At 5-year increments, accrual rate increases by 2 hours a month.
- Sick leave earned at the rate of 8 hours per month with no maximum accumulation
- Designated paid holidays.

### **DUTIES AND RESPONSIBILITIES**

This position provides semi-skilled facility maintenance and repair of facilities, roads and grounds, utilities, vehicles and equipment; and general armory cleaning. REQUIRED TO POSSESS A CURRENT LIMITED MAINTENANCE ELECTRICIAN LICENSE. Major duties:

This performs a wide variety of maintenance and repairs tasks on facilities using power tools. Is required to do electrical repairs to include but not limited to replacement of electrical motors, light ballast changing, lamp replacement and other electrical repairs needed. May monitor the heating system HVAC and low pressure steam boilers, lubricate units, change belts and replace switches. Diagnose system failures and performs annual tear down, cleaning, inspection and repair in preparation of State Boiler Inspector annual certification. Replaces or repairs locks, doors and windows. Paints interior and exterior surfaces; installs and repairs floor and ceiling tiles/repairs roofs, gutters, scuppers, and downspout; maintains and repairs plumbing systems at a non-journeyman level; maintains a maintenance schedule board for all mechanical systems, equipment, and routine building maintenance; maintains facility landscaping using fertilizers and pesticides. Provides technical advice and support to personnel at the facilities in the region. Also inspects facilities in the region and reports needed repairs to the Facilities Maintenance Supervisor.

Performs general cleaning tasks which include emptying wastebaskets and receptacles; wipes walls; cleans windows and mirror; cleans and sanitizes rest rooms and related fixtures; fills dispensers; dusts; sweeps; mops, strips, waxes and buffs floors; vacuums and shampoos carpets. May coordinate contractual janitorial services.

Administration and additional duties include performing lead work as the Regional Maintenance Coordinator for the Pendleton Region, Hermiston Armory, Umatilla Army Depot Maintenance Subshop, Pendleton AASF, Pendleton Armory, and Milton-Freewater Armory. Direct and assign work for maintenance workers; inspects work progress at facilities, inspect and evaluate facility condition, review and approve armory work plans, develop a regional maintenance plan. Prepare Performance Reviews of maintenance workers within region for review and approval by Trades Maintenance Supervisor. Administrative tasks must be accomplished such as, preparing material requests, estimates, work orders, monthly reports, responding to suspense requirements, time sheets, and

other specific reports. Greet the public, answer phones, answer questions if necessary. Use computer for reports, email, ordering materials and work requests and using the calendar for scheduling. May work with other Armory Operation Technician's in the region to help with the Rental Program.

## **WORKING CONDITIONS**

Must be able to work under the following conditions with or without reasonable accommodations.

- Employee is required to maintain a drug/alcohol free workplace in accordance with the 1988 Drug Free Workplace Act, OMD Drug/Alcohol Testing Policy and applicable collective bargaining agreement. Employees are subject to reasonable suspicion drug or alcohol testing in accordance with agency policy.
- Required to work from ladders, and various types of lifting devices from heights
- Subject to loud noise areas
- Works in windy, cold or inclement weather
- Shall be required to wear Personal Protective Equipment (PPE)
- Exposed to unsanitary conditions and use cleaning chemicals several times monthly
- Occasional work is required outside of normal duty hours to mitigate emergency situations
- Required to push, pull and lift up to 90 pounds.
- Required to bend, stoop, and stand for long periods of time
- May be required to travel using a State vehicle

## **THIS IS THE TEST**

### **YOU MUST ANSWER THE FOLLOWING QUESTIONS.**

Use a separate sheet of paper. Write down any work experience (paid or unpaid) and training that you have which is related to each question. Limit your answer to each question to no more than two (2) pages. Be sure that the jobs where you gained the experience which you describe in your answers are listed in the Work History section of your application form. Your grade will be based upon your answers.

If there are several parts to a question, answer each part separately. Number your answers to agree with the question. Attach the answer sheet to your application. Your application will not be accepted if it is incomplete.

1. Please explain what training and experience you have in:
  - a) Carpentry (installing and repairing walls, roofs, floors, windows, etc.);
  - b) Painting and/or plastering,
  - c) General maintenance and construction repair work (fences, sheds, doors, etc.)
2. Please explain your training and experience in:
  - a) Plumbing (installing new plumbing and other plumbing fixtures and making repairs on old plumbing,
  - b) Electrical (installing, alteration, maintenance and repair of wiring systems and electrical fixtures and equipment,
  - c) Mechanical Repair (minor tune-ups on small tractors, mowers, gas trimmers, edger's and other small engines.)
  - d) HVAC (trouble shooting Boilers, Chillers, Gas Pac heaters, Air-handlers, Heat Pumps)

3. This position will prepare reports and keep a variety of records using a computer. Explain your knowledge and use of computers.

## **APPLICATIONS**

If you have a disability and need any alternative materials in order to complete the application form (PD100), you may call the Oregon Military Department at (503) 584-3581.

SEND completed application materials to:

Oregon Military Department, AGP (Room 164)  
ATTN: Robin Sawvel  
PO Box 14350  
Salem, OR 97309-5047

**OR**

FAX your application materials to: (503) 584-3556.

We recommend that applications be submitted as early as possible prior to the close date. OMD cannot be responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

**Applications must be complete and legible. Please note that this recruitment may close at any time, so apply now if you are interested.**

**PLEASE NOTE:** Complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required in the "Minimum Qualifications" section, your application will be rejected. Your application will **not** be returned and you may not submit additional information. However, if the recruitment is still open, you may submit a new application which must be received in our office by the close date.

**NOTICE** of results will be sent by mail. Although the agency is not required to delay the selection process, you may request a review of the results. Your request must be received within 10 days from the date of the notice by mailing to: Oregon Military Department, AGP, PO Box 14350, Salem, OR 97309-5047.

**Submit** only the required materials. Resumes, reference letters or work examples should be kept for the interview.

**KEEP** a copy of your application for job interviews. COPIES ARE NOT PROVIDED.

CURRENT JOB OPENINGS and information on application forms are available through:

- Local Oregon Employment Department field offices;
- Most State agency personnel offices; or
- Kiosk sites which are strategically located in public places (such as malls, libraries, grocery stores, etc.) throughout the State (local Employment Department offices can advise Kiosk locations); or
- The State's Jobs Page at: <http://egov.oregon.gov/DAS/STJOBS/>

THE OREGON MILITARY DEPARTMENT IS COMMITTED TO AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY AND WORKPLACE DIVERSITY.